

SECRETARY

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ Coordinate the **internal communication** of the club.

Main Responsibilities

- ▶ Club communications:
 - At regular intervals, send out **club mailings** communicating to the members:
 - the time, location, TME & theme of the next **meetings** (incl. EasySpeak link).
 - the upcoming club/area/district/division **events** (time, location & relevant links).
 - existing members' **educational achievements** & **new member** announcements.
 - **changes** to club/organization operations & policies.
 - At regular intervals, update the **club website**:
 - **calendar**, so events are visible to guests & they can register to attend meetings.
 - **plugins**, so everything is functional (calendar, forms & messaging).
- ▶ Supplies:
 - **Order additional supplies** (ribbons, pins, ballots) when the **Sergeant At Arms** informs you the supply is running low. **Align** on this during the officer's meeting.
- ▶ Video recordings:
 - Track the location of the **club camera** & ensure the **recordings** of the previous meeting are **uploaded to YouTube** before the next meeting. Ensure the club camera **battery is fully charged** when the next meeting begins. Either you do this yourself or you ensure you have a **backup**.
- ▶ Backup VP Ed:
 - Follow the **actual meeting planning & understand the planning process** so you can step in & **back up the VP Ed** when necessary.

Strategies, Ideas, Examples

- ▶ Template: develop a recognizable, structured **template** that can be easily reused for all club communications.
- ▶ Gathering intel: proactively check in with all officers & the next TME so you have all the relevant content you need to **keep the club up to speed**.